Office of Security

Trends and Highlights

AUGUST

1974

P. M

DIRECTORATE

INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - August 1974

HIGHLIGHTS

STATINTL

    1. As requested by the Deputy Director for Operations, representatives of the Information Systems Security Group and the Office of Communications briefed a member of the ███████████████████████████████, on all aspects of computer security.

    2. The coordination within the Offices of Security, Logistics and Communications has been completed on the "Standards for Classified Plain Text Distribution in Outside Buildings". The Deputy Director for Administration will now be requested to approve the standards for publication. These standards relate to the communication links in computer systems.

    3. A security evaluation of Office of Joint Computer Support options for the Automation of Executive Registry functions has been forwarded to the Office of Joint Computer Support. Subsequent to this evaluation, discussions were held with the Deputy Executive Secretary who suggested that Information Systems Security Group be briefed on the Rapid Search machine located in the Central Reference Service.

    4. Members of the Information Systems Security Group met with representatives of the Audit Staff who were interested in the status and results of the Information Systems Security Group's analysis, test and evaluation of NPIC computer operations; this in preparation for the Audit Staff's upcoming review of those operations.

    5. Modifications suggested by members of the Deputy Directorate of Operations to the proposed Headquarters Regulation ██████████████████████████████████, STATINTL were made. The regulation was subsequently returned to Plans, Programs Branch, Office of Security, for reinitiation of coordination and publication action.

6. The Information Systems Security Group assumed a portion of the duties of the Security Officer, Office of Joint Computer Support, during that officer's vacation in mid-August.

7. An indepth review of the existing Top Secret Control Program is underway within the Information Systems Security Group to be followed by the development of an updated program.

8. A review of Office of Security projection in the area of ADP allocation was requested by Mr. ███████████ STATINTL of the DDA Staff. Office projections were considered too high. It was determined that the office ADP allocations were more than justified by the introduction of a number of new programs within the office.

ANALYSIS

Personnel have been named to fill the existing slots in Information Systems Security Group. Two members of the Group will report for duty approximately 1 November 1974. Operating these two slots under full strength continues to impact on the production of the Group.

TRENDS

Increased emphasis has been placed on the analysis of the existing Top Secret Control Program and the subsequent development of an updated control system. Lack of personnel had forced a delay in this program but increased concern in this area has required a reallocation of existing resources to attack this problem.

STATISTICS

Cases pending 31 July	34
Cases opened in August	42
Cases closed in August	36
Cases pending 31 August	40

-2-

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PLANS, PROGRAMS AND ADMINISTRATION DIVISION

Trends and Highlights

August 1974

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1. The Office of Security's "Annual Report for FY 1974" was prepared and submitted to the DD/A on 2 August. It represented a concise, coordinated statement covering 13 pages as contrasted to the 74 pages of a year ago.

2. Briefing papers were prepared over a wide range of topics. These included, office views regarding a proposed DD/A Planning Council, office cover problems for discussion at a meeting with the Cover and Commercial Staff, agenda proposals for a DD/A conference of Office Directors, and an analysis of the security impact of releasing a National Intelligence Advisory Memorandum on ████ STATINTL
████████████████████████████ STATINTL

3. The Annual Personnel Plan was submitted to the DD/A on 16 August. This plan recapitulates and analyzes the Office of Security's personnel situation in FY 1974 and submits a forecast for FY 1975.

4. Based upon an approval of the ADD/A, the Office of Personnel has been requested to place all field investigator positions in an "investigator pool" instead of showing them distributed among and assigned to the various field offices. This arrangement should give the Office greater flexibility in bringing its investigative assets to bear on those areas where it is needed most.

5. The FY 1976 Budget Estimates of the Office of Security were submitted to the Plans Staff, DD/A for ultimate submission to the Office of Management and Budget. The Office's budget divides generally into 60% for Personal Services, 23% for the Guard Force and 17% for all other expenses.

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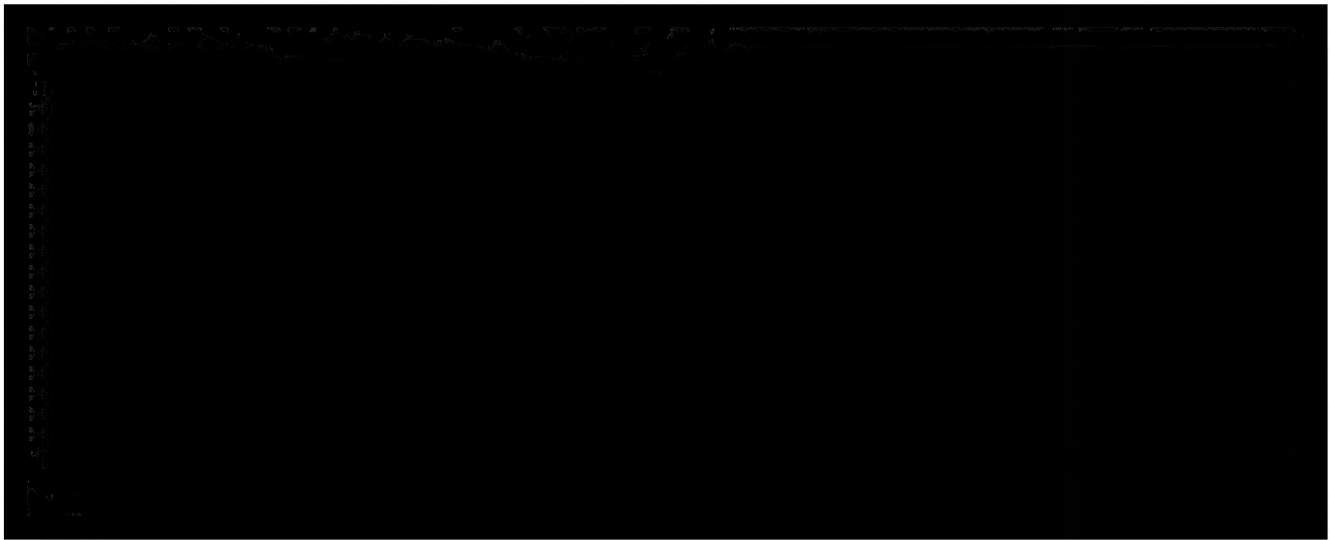
SECRET

3 SEP 1974

SPECIAL SECURITY CENTER

Trends and Highlights

August 1974

1. The month of August was a transition period for the U.S. Intelligence Board Security Committee, and the SSC continued to provide the new Chairman with staff support. The new Executive Secretary has now been installed, and henceforth the OS/PPB will handle staffing work in support of the CIA Committee Member (the Director of Security).

2. Seventy (70) compartmented intelligence security indoctrinations and debriefings were conducted--sixteen (16) were Agency personnel, fifty-four (54) were officials outside the CIA. Non-Agency personnel briefed included officials of the Departments of Agriculture, Commerce, Treasury and Justice, the Federal Energy and Drug Enforcement Administrations, Office of Management and Budget, Secret Service, U.S. Information Agency, National Security Council, and the President's Foreign Intelligence Advisory Board.

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SECRET

4. Arrangements were made for daily transmission of the President's Daily Brief (multi-codeword) to the DDCI during his recent trip to London, Rome, Barcelona, Madrid, and Paris.

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6. DDA has approved a request made by the Drug Enforcement Administration that the CIA assist them in providing security advice and guidance in the construction of a "mini-computer" area to process compartmented intelligence and other CIA collateral intelligence material.

7. At the request of the Executive Secretary of the President's Foreign Intelligence Advisory Board, Chief, SSC will travel to New York, Chicago, San Francisco, and Los Angeles, during September, for security discussions with PFIAB members residing in those cities.

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9. A representative of SSC continues to work with OSA and other interested organizational elements to effect the security close-out of project IDEALIST.

5   SEP 1974

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT   :   SRD Work Measurement Data

1.   Attached is a copy of the SRD Work Measurement Statistical Report for FY 1975 covering the period through 31 August 1974.

2.   Examination of the statistics shows the only notable increase took place in the Indices Section.   This is a result of the purging of large groups of index cards.   The significant decrease in microfiche activities resulted from the reduction of the number of persons assigned to that activity and the filming of vital materials deposits for the Office of Security.   Other activities show relatively insignificant trends.

3.   The Office of Security Case Controls and Reports (OSCCAR) project remained on schedule during August.   Input data was coded from actual case materials.   This data was sufficient to test most of the transactions which will be required to make the project operational, and it constitutes the skeleton of a data base.   Required new forms arrived.   Field Offices have been provided basic information about the project, and instructions concerning their procedures. STATINTL On 29 August, ███████████████████████████████ to explain procedural changes in the handling of NAC's.

4.   CD/1 and CD/2 cases which left SRD on 30 August were entered into the computer.   Unless there are unexpected problems, all CD/1 and CD/2 cases should be in the system by the end of September 1974.

STATINTL

Chief,
Security Records Division

Attachment

cc: C/PPB

Security Records Division

WORK MEASUREMENT STATISTICS - FY 1975

ACTIVITY	BASE UNITS	Cumulative Through August 1973		Cumulative Through August 1974		Unit Trend
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Processing.	Cases processed based on requests for a security clearance.	2644	11	2081	11	Down 563
Indices Activities.	Collective total of manual name searches, names changed, names grouped, cards typed, filed and purged, security documents numbered.	11455	7	31849	7	Up 20394
Filing Activities.	Collective total of files requested, files pulled, folders filed, files recharged, security documents filed, PRU requests, scope searches.	65011	12	59902	12	Down 5109
Computer Support Activities.	Collective total of names searched, systems update transactions, CIB transactions, Miscellaneous Keypunch Activity, 1050 Telecommunications transactions.	72390	12	71942	12	Down 448
Communication Activities.	Collective total of teletype, dispatch, Agency cable and non-Agency cable traffic, mail, notices and bulletins handled.	5654	4	5500	4	Down 154

Security Records Division

WORK MEASUREMENT STATISTICS - FY1975

ACTIVITY	BASE UNITS	Cumulative Through August 1973		Cumulative Through August 1974		Unit Trend.
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Analysis Activities.	Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	1061	5	1720	5	Up 659
Information Processing Check Activities.	Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors.	1512	2	1166	2	Down 346
File Retirement Activities.	Collective total of files reviewed for retirement to microfiche.	2374	3	4236	3	Up 1862
Microfiche Activities.	Collective total of pages prepared and filmed.	66835	9	31257	6	Down 35578
Compartmented Information Recordkeeping.	Collective total of changes to master record, names searched and cable actions.	33367	9	27857	9	Down 5510
Outside Agency Name Check Activity.	Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	6943	4	7507	4	Up 564

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DIRECTORATE

1 2 SEP 1974

MEMORANDUM FOR: Chief, Plans and Programs Branch

SUBJECT   : Office of Security Monthly Report

1. Forwarded herewith are the statistics for the
Personnel Security and Investigations Directorate (PSI)
for the month of August 1974.

a. Total Clearance Division receipts for August 1974
revealed a decrease of 302 cases as compared to July 1974
with a corresponding decrease of 47 cases involving field
investigation. Total completions for August showed an
increase of 72 cases as compared to July with an increase
of 68 cases involving field investigations. Total pending
cases for August are down 426 from July with cases involving
field investigation showing a decrease of 256.

b. Figures concerning covert cases for August, exclusive
of SAA's, were not significantly different from those of
July 1974. This same statement applies to receipts and
pending cases involving staff applicants, however, com-
pletions for this category of case were down approximately
40.

c. Receipts of SAA's were substantially the same for
July and August, while completions for August showed a
slight increase over July. The pending SAA's for August
reveal a drop of slightly more than 100 cases. ISS and IST
receipts for August show a slight decrease, while completions
were up approximately 50 cases. Pending figures for ISS
and IST cases showed a downward trend.

d. Receipts for reinvestigation cases were down 39
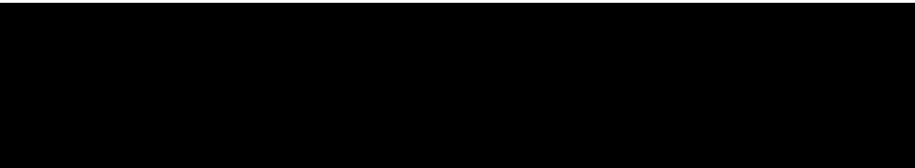for August, while completions showed an increase of 90

cases. Pending caseload for reinvestigations at the end of August were 132 less than at the end of July.

2. Operational Support highlights of the period included the following:

a. One hundred thirty-four summer employees were debriefed in three debriefing sessions conducted in tandem with the Office of Personnel in the Auditorium. Termination Secrecy Agreements were obtained from each employee and there were no indications of any problems occurring during their terms of employment.
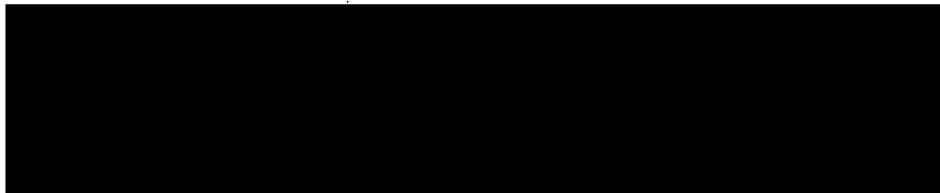
b. Support was provided to the DCI Security Staff representative and to the DCI during his vacation in Thompson's Point, Vermont.

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d. Briefings were provided 19 employees entering on duty under the Upward Mobility Program.

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25X1A   f. On 14 August, Messrs. ██████████ 25X1A ████████████ conferred with NSA's Director of Security and Deputies concerning their program of polygraph re-interviews. The purpose of the meeting was to learn what experiences NSA has had which might affect CIA's plans for implementing a similar program.

g. On 28 August, representatives of the office met with Federal Police Officers who refused assignment to CIA. In general, the Federal Police Officers attributed their refusals to transportation problems and did not express particular concern over the polygraph program. Several had suggestions for facilitating processing for such assignments. None changed his mind about working at CIA, but one stated that he is expected to move soon and wanted to be reconsidered if he found housing convenient to CIA.

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Deputy Director of Security (PSI)

Monthly Activities of the PSI Directorate
(August 1974)

Clearance Division Activity

Total Cases Received	1970
Total Field Cases Received	841
Total Cases Processed	2396
Total Field Cases Processed	1097
Total Cases Pending	2953
Total Field Cases Pending	1490

Field Office Investigative Assignments

Total Received	1301
Total Completed	1664
Total Pending	1802

Security Support Activity

Operational Support

Total Headquarters and Field Office Manhours	1530

External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	1022

Interrogation Research

Overt 190 (122-fav; 68-note)

Covert 8	
Total	198

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CLEARANCE DIVISION

Time Factors in Processing Overt & Semi-Covert Cases

August 1974

1. PROCESSING TIME (For * __126__ Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel	DAYS IN INVESTI-GATION	DAYS IN RESEARCH AND APPRAIS-AL		TOTAL DAYS
		SRD	CD	
(Average number of days):	38	4	4	46

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	17
b. 31 to 60 days	98
c. 61 to 90 days	11
d. 91 to 120 days	0
e. 121 to 150 days	0
f. over 150 days	0

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	31	0
	Total	31

*This figure does not include __3__ cases where clearances were granted without FURTHER OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of __129__ CASES.
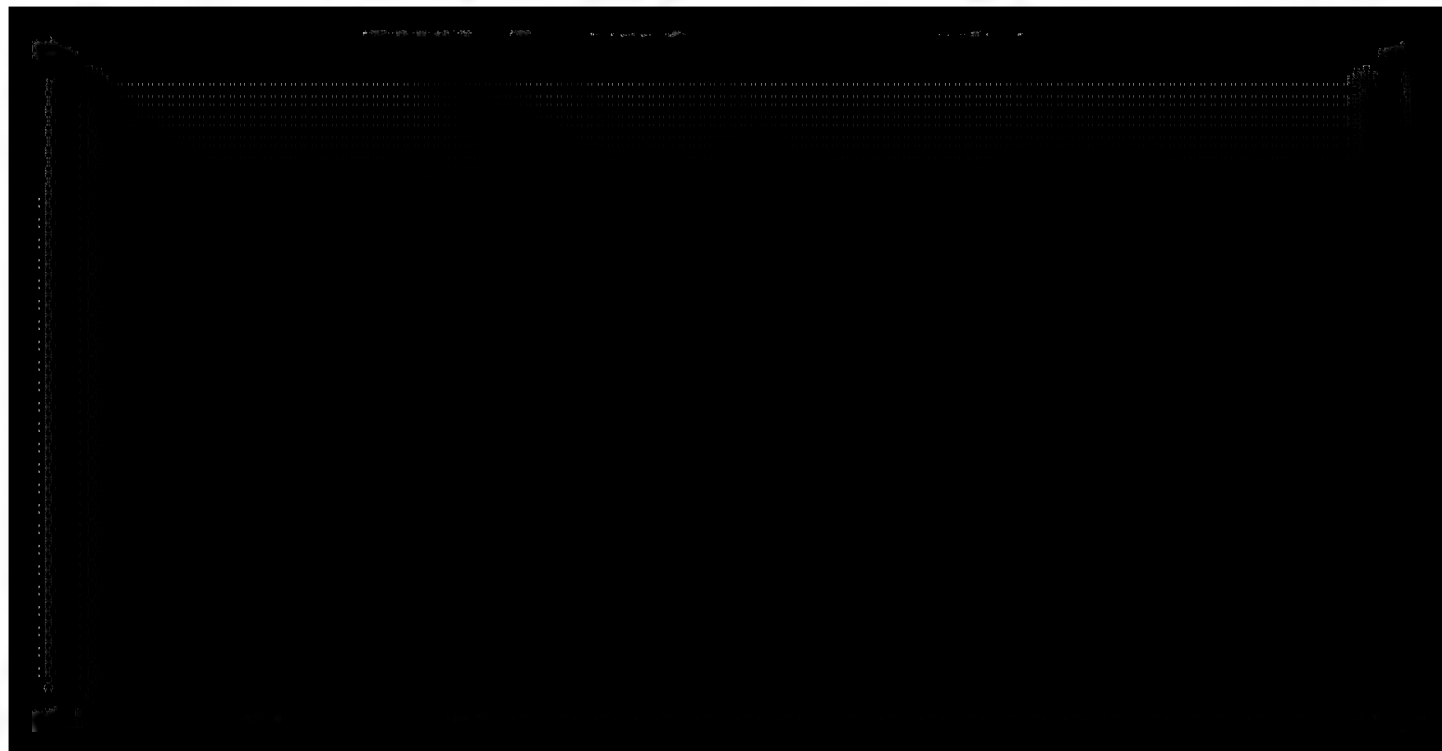
PTOS

DIRECTORATE

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PHYSICAL SECURITY DIVISION

Office of Security

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Monthly Report _____AUGUST_____ 1974

2. DOMESTIC ACTIVITIES

Security Surveys Completed	0	0**
Man-hours for Domestic Security Surveys	0	0**
Security Survey Final Reports Prepared	1	13
Special Investigative Assignments (thefts, missing documents, etc.) Completed	15	23
Special Investigative Assignments Pending	0	1
Security Guidance and Support Actions Rendered at Headquarters:		
Regarding New Construction and and Renovations	22	45**
Miscellaneous	15	23

25X1A   *   Completion of ████████████████ follow-up.
        **   Adjustment based on transposition error in July 1974.

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PhySD Monthly Report for _____AUGUST_____ 1974 (Continued)

	Monthly	Cumulative Total FY-75
SECURITY VIOLATION PROGRAM		
Headquarters Investigations Completed	80	121
Overseas Violations Correlated	24	48
SECURITY SUPPORT ASSIGNMENTS FOR SENIOR AGENCY OFFICIALS (Capitol Hill Appearances, Escorts, etc.)	2	4

3. HEADQUARTERS ACTIVITIES

Security Duty Office		
Incidents Involving Written Reports	80	183
Security Assistance Cases	1,675	3,547
Security Inspections of Agency Facilities	263	531

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Security Services		
Security Equipment Service Calls	3,229	8,193
Special Support Assignments	84	131
▮▮▮▮ Escort Assignments	636	1,202
Armed Escort Assignments	20	160

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4. SAFETY

Safety Surveys	1	2
Special Safety Inspections	7	14
Accident Investigations	2	5
Accident Reports Processed	50	97
Analytical and Statistical Reports Prepared	2	2

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PhySD Monthly Report for ___AUGUST___ 197 4 (Continued)

	Monthly	Cumulative Total FY-75
4. SAFETY (continued)		
Training and Briefing Sessions	3	4
Safety Literature Distributed	2,802	6,102
Fire Alarm Tests Conducted	1	3
Support Actions	17	44
5. PHYSICAL SECURITY DIVISION TRAVEL		
Man-days on Overseas TDY	11	38
Man-days on Domestic TDY	10	13
Total Man-days on TDY	21	51
6. PHYSICAL SECURITY DIVISION PERSONNEL IN TRAINING		
Man-days in Internal Training	2	11
Man-days in External Training	11	11

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PHYSICAL SECURITY DIVISION HIGHLIGHTS

AUGUST 1974

1. During the reporting period, a Division Officer concluded a five week TDY visit to ▓▓▓▓▓▓▓▓▓▓▓▓▓▓. 25X1A Upon his return, a number of recommendations bearing upon the security posture of these facilities were coordinated with appropriate Agency ▓▓▓▓▓▓▓▓▓▓ elements. 25X1A

2. A Division Officer, assisted by a representative of the Technical Security Division, presented the first formalized showing of the "Residential Security and Personal Protection" course. It is anticipated that this presentation will be available on a scheduled basis for all Agency personnel and appropriate dependents processing for overseas assignment.

3. Security support was rendered to the DCI on 19 August 1974 during his appearance before the House Appropriations Committee, Subcommittee for Defense; Mr. George H. Mahon of Texas, Chairman. Support included a technical inspection of the hearing room, ▓▓▓▓▓▓▓▓▓▓▓▓▓▓ during the hearing, unobtrusive observation and protection of the entrance into the committee room, and a post-hearing security inspection.

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4. In accordance with the requirements of the Occupational Safety and Health Act, two statistical reports for the quarter ending 30 June 1974 were submitted to the Department of Labor. The reports reflect 48 injuries and illnesses (not including those requiring first aid treatment) and 304 days lost during the quarter ending 30 June 1974, compared to 41 injuries and illnesses and 91 days lost for the quarter ending 30 June 1973.

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    6. On 1 August 1974 renovation of the Identification Section began. The wall between the Identification Section vault area and the Command Center was taken down and both rooms converted into one vaulted area. The Security Duty Office was designated to handle all emergency matters pending completion of the new Command Center. The new Security Access Control computer terminals, etc. will also be located in the Identification Section's new area. This portion of the renovation is due for completion circa 1 October 1974.

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	Monthly	Cumulative Total FY-75
3. BRIEFING AND SERVICES BRANCH		
Briefing Program		
Briefings Conducted	10	24
Personnel Briefed	172	353
Training		
Personnel Trained in Security Equipment	6	6
Procurement		
Materiel Requisitions Initiated	37	67
Dollar Value of Procurements Initiated	$227,923.47	$232,090.27
4. ENGINEERING AND PLANNING		
Liaison Meetings with Other Agencies	1	2
R&D Contracts Followed	11	11
Dollar Value of Contracts in R&D	925K	925K
Technical Security Division Contracts Monitored	3	3
Dollar Value of Technical Security Division Contracts	750K	750K
Visits with Contractors	2	2
5. INTERAGENCY TRAINING CENTER		
Weeks of Regularly Scheduled Training	0	2
Number of Students	0	19
Weeks of Special Training	0	0
Number of Students	0	0
6. TECHNICAL SECURITY DIVISION TRAVEL		
Man Days on Overseas TDY	59	303
Man Days on Domestic TDY	10	28
Total Man Days on TDY	69	331
7. TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING		
Man Days in Internal Training	0	10
Man Days in External Training	10	20

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